

United States Army Japan Merit Promotion and Placement Vacancy Announcement		雇用の種類/Employment Type MLC	施設名/Location キャンプ座間/Camp Zama
空席広報番号/Announcement Number MLC(I)14-061	募集期間/Opening Period Open Until Filled		募集範囲/Area of Consideration すべて/All
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade Engineer (Architectural), #525, BWT 1-6/7 *See below <u>Required Conditions of Employment.</u>		基本給/ Basic Wage ¥236,500(BWT 1-7) ¥222,600 (BWT 1-6)	
部隊名/Organization Engr Svc Br, Engineering Div, DPW, USAG-J		勤務時間/Work Schedule 週 40 時間制/Hours Per Week 0800～1645 Hours <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su	
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents) <u>* ご応募に際して、注意事項 (http://www.usagj.jp.pac.army.mil/gojobs/howtoapply_jp.aspx) を必読ください。また申請用紙も同ページより入手してください/ Please click on the above URL and read the website. The application forms are available at the website.</u> **USFJ フォーム 196 aEJ、職務記述書、資格・証明書、その他 KSA を証明する書類など、すべてが揃って初めて応募書類一式として有効となります。必要な情報はすべて記入してください/ USFJ Form 196aEJ, resume of work experience, and licenses/certificates or other documents necessary to demonstrate your KSA and qualification should be included in complete application package for consideration. 申請用紙 / Applications : <input checked="" type="checkbox"/> 履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/> 職務経歴書 / Resume of Work Experience <input type="checkbox"/> 質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状 (別添) があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement) * 旧申請用紙(AJ Form 1021)での提出は無効です/ Submission of Application in AJ Form 1021 is invalid. 申請用紙の記入言語 / Language to complete applications : <input checked="" type="checkbox"/> 英語/ English <input type="checkbox"/> 日本語/ Japanese <input type="checkbox"/> 日本語 (英語での記入も可) / Japanese (English is acceptable as well) <input checked="" type="checkbox"/> ALCPT、TOEIC®、TOEFL®、英検のスコアの写し/ Copy of ALCPT score, TOEIC® score, TOEFL® score or EIKEN score. <input type="checkbox"/> 日本の運転免許証の写し/ Copy of Japanese driver's license <input checked="" type="checkbox"/> 最高学歴の卒業証明書の写し/ Copy of diploma of highest education completed. <input checked="" type="checkbox"/> その他/Other 必要資格の免許または修了証のコピー/ Copy of required licenses and/or certificates			
応募方法/To Apply 上記の書類を締切日までに担当の人事課まで郵送してください。 締切日の午後 3 時必着。ファックス、電子メール及び宅配便での応募は受理できません。 提出された応募書類は返却いたしません。 記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。 記載内容に虚偽の申告があると認められたときは応募が無効となります。 Mail the application to the office shown in the bottom of this form along with necessary documents specified above. Application must be received no later than 1500 hours on the closing date. Applications sent through fax, e-mail and/or delivery dealers except Japan Post Co., Ltd. are not accepted. All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered. Applications, if found with false statements, are invalid.			
提出先 <u>宛先</u> 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 102 G-wing <u>宛名</u> 基地管理本部 日本人事務所 日本人雇用課 IMJN-JER MLC(I)14-061		Submit To <u>Address:</u> Bldg 102 G-wing, Camp Zama Zama-shi, Kanagawa-ken 252-0000 <u>Name:</u> JESO, USAG-J IMJN-JER MLC(I)14-061	

職務内容/Duties

- a) Serves as an architectural engineer responsible for designing architectural engineering projects for the USAG-J. Prepares architectural designs and cost estimates. Provides technical management, oversight, and professional assistance in the execution of architectural engineering design work. Ensures that projects are developed in a manner which allows execution with the least cost; are designed to be consistent with the user's functional needs; and results in an integrated project considering such factors as existing facility requirements and systems, current codes, technical criteria, energy conservation, policies and all applicable host nation engineering considerations. Continually reviews current operations and programs for development of new and innovative ways to substantially improve quality and customer service and/or reduce design, construction, and construction management costs. Based on review of designs, specifications, and drawings, personal inspection of activities, and review of project plans, conducts meetings/conferences to discuss design, plans, funding, and priorities. Exercises engineering knowledge, applying professional principles, methods, techniques, and applications in the staff direction and evaluation of DPW work processes and performance.
- b) Responsible for representing the Architectural section on a project design team, or acting as design project team manager. The team prepares the contract package to utilize various contracting delivery methods, such as Request For Proposal, Indefinite Delivery Indefinite Quantity, and Multiple Award Construction Contracts. Conducts site visit and coordinate with customers to define/refine the project scope. Provide architectural engineering design advice to installation managers, customers and contractors on all aspects of design and construction planning. Provide schedule updates, and work with team members to ensure that all projects remain on schedule. Maintains liaison with using agencies on contract design requirements. Prepares the meetings minutes and reports concerning various engineering actions. The work requires in depth Japanese and US various engineering knowledge and skills in dealing with progressively difficult situations or newly developed engineering systems or projects. Makes recommendations as necessary to assume sound economic engineering state-of-art designs, meeting mission requirements, and conformance with directive and regulations governing facilities operation to minimize future maintenance and repair problems.
- c) Reviews contractor submittal for compliance with contract documents. Participates in pre-bid surveys, pre-construction meetings and construction-related inspections. During final inspection, confirms and verifies performance of architectural systems and assist with determining project acceptance. Provides technical assistance to Contracting personnel, and assist in resolving any contract changes. Reviews contractor proposals to identify errors or omissions. Participates in contract negotiations (when necessary) to ensure that all bidders understand project scopes of work. Assists construction inspectors by providing them solutions to problems which may arise during construction. Provides technical assistance to other DPW divisions and customers to identify and solve architectural engineering problems. Assists with preparation of documents in establishing/renewing miscellaneous contracts.

Perform other duties as assigned.

最低必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:

BWT 1-6:

Must have at least one (1) year of specialized experience equivalent to BWT 1-5 OR Master Degree in a related field OR 3 academic year of graduate level education.

BWT 1-7:

Must have at least one (1) year of specialized experience equivalent to BWT 1-6 OR Doctorate Degree in Graduate School in a related field.

*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

**When substituting education for special experience, a transcript and a certificate of graduation and/or diploma must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

その他の必要応募資格条件/Other Qualification Requirements:

BWT 1-6/1-7:

- 1) Must be university graduate with specialized education in Architectural Engineering or possess an official engineering license (1st/2nd class Kenchikushi).
- 2) Average Proficiency Requirements: Language Proficiency Level 2, TOEIC® 470, TOEFL® (PBT 460, IBT 48) or Eiken Grade Pre 2.

要求される雇用条件/Required Condition of Employment:

BWT 1-6/1-7:

1. Must be able to work beyond the normal workday and to go on TDY when required.

*Selection may be made at a lower grade (ENGINEERING TECHNICIAN (ARCHITECTURAL), #384, BWT 1-6) depending on the qualifications of the applicant. Incumbent may be non-competitively promoted upon supervisor's confirmation that the incumbent is performing at the next higher level. Promotion is not automatic but is contingent upon completion of all requirements to include training and/or qualifications/licenses, Time in Grade (TIG) and classification review.

タイムイングレード/Time-In-Grade (TIG):

*To be promoted, current MLC/IHA employee applicants must have served at least 12 months in any USFJ permanent positions at the next lower grade or above. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.